

ADMINISTRATIVE SECRETARY

Community Development

General Statement of Duties: Under the supervision of the Director, this person would perform a variety of complex administrative and clerical duties with the Community Development Department.

Distinguishing Features of the Class: The employee of this class is responsible for managing all clerical and office duties in the Planning and Community Development Department. Work is performed under general supervision with incumbent exercising a high level of independent judgment.

Areas of Accountability:

1. Performs secretarial and office management duties.
 - Types a variety of materials including letters, reports, forms, statistical material, labor agreements, etc. using word processing software;
 - Acts as receptionist for Planning and Community Development Department;
 - Processes requests for duplicating services;
 - Maintains an inventory of necessary office supplies;
 - Sets up forms, charts, and other graphic materials;
 - Handles incoming and outgoing mail and inter-office correspondence;
 - Operates personal computer, copy machine and fax machine.
2. Keeps records, organizes and maintains files; compiles information and statistics.
 - Processes and maintains division records of purchases and prepares bills for payment;
 - Prepares division payroll;
 - Maintains confidentiality of records including but not limited to companies and persons involved in economic development projects;
 - Utilizes spreadsheet application software;
 - Types and files possible grievance information concerning the City and problems involving responses to code enforcement actions;
 - Processes confidential personnel information dealing with hiring, employees, and disciplinary action.
3. Establishes effective working relationships with public and staff.
 - Contacts staff and public to obtain information or to discuss matters of mutual interest;
 - Handles and screens complaints made by employees and the general public;
 - Maintains the office filing system;

- Responds to public inquiries on the phone and in person, providing information about the divisions within the department;
 - Maintains good knowledge of the department and its personnel.
4. Reviews records and materials received from other departments for accuracy and/or compliance with City policy and procedure.
 5. Performs other duties as assigned.

Required Knowledge, Skills and Abilities: Considerable knowledge of general office machines and procedures; good knowledge of basic recordkeeping and filing procedures; knowledge of City policies; skill in operating personal computer, ability to type at a rate of 60 wpm; skill in operating office machines; ability to maintain effective interpersonal relationships with the public and others; ability to work accurately with numbers and codes; ability in organizing files and records; ability to perform arithmetic computation and arithmetic reasoning; ability to compose and edit documents including good knowledge of spelling, office vocabulary and grammar.

Acceptable Experience and Training: A combination of experience and/or formal training equivalent to completion of a structured high school course with two years full-time work experience performing responsible clerical duties relevant to this position.